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28 JUL 1964

MEMORANDUM FOR: Director of Communications
 Director of Finance
 Director of Logistics
 Director of Personnel
 Director of Security
 Director of Training
 Chief, Medical Staff

SUBJECT: Annual Report to the President's Foreign Intelligence
 Advisory Board

1. In the future, reports to the President's Foreign Intelligence Advisory Board will be submitted annually and will cover the preceding fiscal year. Reports for Fiscal Year 1964 should be submitted no later than 15 July 1964. Information of a broad policy or managerial nature is desired rather than elaborate details sometimes noted in previous reports.

2. This advance notice is being submitted to you in order to permit assembly of the necessary information for inclusion in the report. Additional instructions as to format and content will be forwarded when and if received from the Board's Secretary.

SIGNED

[Redacted Signature Box]

Deputy Director for Support

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 IN CLASS/ /DECLASS/ CLASS CHANGED TO: TS S C RET. JUST. ~~22~~
 NEXT REV DATE ~~28~~ 29/12/79 REVIEWED: _____ TYPE DOC. 02
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 REV CLASS ☒ REV COORD. _____ AUTH: HR 70-3

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